

City of Martinsville National Guard Armory

Rules & Regulations Information

**** If the Virginia National Guard becomes activated during the rental period, the National Guard takes precedence over all other activities/rental. **THERE ARE NO EXCEPTIONS!****

Armory Contacts

City of Martinsville Parks and Recreation
276-403-5140 or 276-403-5379

Capacity

The maximum capacity of the Armory is 500 persons as it is currently set up. Any changes to the floor area set up will need prior approval of City Fire Marshal for a maximum capacity number.

Key Policy

Renters must obtain the key through the Parks and Recreation Department located at 746-B Indian Trail (former Druid Hills School). Pick up day for the key will be the day of the event, unless paying for additional days. (Friday's for weekend events) The key should be returned the next working day. The \$50.00 key/clean up deposit is to ensure that renters follow proper procedures in key return and clean up.

Clean Up Policy

All areas used during rental must be cleaned up after usage. This is to include sweeping of the floors and restrooms, wiping/mopping up major spills, removing trash from the facility and properly securing the facility before departing. **Failure to comply with this policy will result in loss of the key/clean up deposit.**

General Information

- Everyone renting the National Guard Armory must fill out the new "Martinsville Special Events Questionnaire" for your event's approval.
- Reservation of this facility should be made at least (10) business days prior to the event.
- There shall be no events in this facility that shall continue after 1:00am.
- All persons under the age of (16) years old must be accompanied and supervised by an adult over (21) years of age who shall be totally responsible for any and all damages which may be caused by this minor.
- No smoking inside this facility.
- In the event in which this facility is needed as an emergency shelter it is understood that such event will be automatically cancelled by the LESSOR and the money for such cancellation will be refunded to the LESSEE.
- In the event of cancellation or postponement by the LESSEE refunds will be made only when notice of cancellation or postponement is within (10) business days

prior to the rental date. In case of postponement an alternate date may be established in lieu of a refund using the same procedure.

- In case of inclement weather and only when mass cancellation of events results will the cancellation notice requirement be waived.
- The City of Martinsville and/or its representative reserve the right to disapprove any application for rental when, in its opinion, such rental might be detrimental to the property or the interests of the public or City.

Fees: \$225 – Basic fee

\$75 – Kitchen fee

\$50 – Alcohol fee with proper ABC documents

\$100 – Additional day fee

\$50 – Key/clean up deposit fee

\$75/hour for 2 security personnel if alcohol is present

\$75/hour for 2 fire personnel if:

- Over 100 people in attendance and,
- Alcohol is present and,
- Music, band, or DJ

Must obtain a General Liability Insurance Policy of minimum \$1,000,000

Amendment to Fees: Payment for Rental of the National Guard Armory for Nonprofit Agencies

- Nonprofit agencies/organizations may be considered for possible waiver of the fee for gym or kitchen usage “ONLY” if the event being sponsored (1) can be considered as an event benefiting the community or underprivileged population in the City of Martinsville, and (2) the event held does not have a door and/or participation fee, i.e. revenue/monies will not be raised by usage of the facility.

Armory Advertising Sign

A sign in front of the Armory is now available to the LESSEE for advertising your event. NO OTHER ADVERTISING SIGNS ARE PERMITTED TO RENT AND BE PLACED ON THE NATIONAL GUARD ARMORY’S PROPERTY.

Fee: \$50 for two weeks prior up to LESSEE event date

Note: If there are two events within a two-week time period (1 week from each other’s event) and the LESSEE would like to use the sign for advertising, we’ll pro-rate the sign for \$25 for one week “ONLY” if this is the case.